

***INDIANA ASSOCIATION FOR HEALTH,
PHYSICAL EDUCATION, RECREATION,
AND DANCE, INC.***



**CONSTITUTION
AND
BYLAWS**

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CONSTITUTION
OF THE
INDIANA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE, INC.

ARTICLE I: NAME

Section 1 This Corporation shall be called the Indiana Association for Health, Physical Education, Recreation, and Dance (IAHPERD), Inc.

ARTICLE II: A NOT-FOR-PROFIT CORPORATION

Section 1 The place in this State where the principle office of the Corporation is to be located in the City of Marion, Grant County.

Section 2 Said Corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 3 No part of the net earnings of the Corporation shall incur to the benefit of, or be distributed to its members, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, Section 2, hereof.

Section 4 No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation.

Section 5 **Tax Exempt Contributions:** The nature and purposes of the activities in which the Corporation will engage in relation to charitable, educational, and scientific work are consistent with the tax exempt provisions of the Internal Revenue Department. Contributions or donations by individuals, agencies, and others are therefore tax deductible.

Section 6 **Dissolution:** In the event the directors and members of this Corporation decide they are going to dissolve, then in such event, all of the assets of the Corporation, over and above those needed to pay off any debts and liabilities of the Corporation, shall be distributed to educational

organizations or corporations which are exempt, providing the distributees have purposes similar to those for which this Corporation is founded or purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE III: PURPOSES

Section 1 Purposes: The purposes for which the Association is formed are:

- a. **Research and Demonstration:** To employ the necessary means to foster, advance, advocate, and promote the kind of research, studies, and/or demonstrations necessary to advance health, physical education, recreation, dance, sport, and allied areas in educational systems and the community.
- b. **Education and Training:** To hold meetings and disseminate information; to prepare and issue pamphlets and other printed literature; to engage speakers well qualified to give addresses before the Association; and to encourage training for the advancement of health, physical education, recreation, dance, sport, and allied professionals.
- c. **Recognition:**
 1. **Awards:** To present awards and presidential citations to professionals in the field.
 2. **Scholarships:** To provide scholarships to deserving students who are taking professional training required for preparation for health, physical education, recreation, dance, sport, and allied careers.

ARTICLE IV: FISCAL YEAR

Section 1 The fiscal year shall be June 1 to May 31.

ARTICLE V: MEMBERSHIP

Section 1 Membership in this organization shall be designed in the Bylaws. Membership year shall be one calendar year from date of joining the Indiana AHPERD.

ARTICLE VI: REGIONS

Section 1 The Association shall be divided into five (5) regions. Regional Coordinators and Regional Council members shall be appointed and serve as designated in the Bylaws.

ARTICLE VII: BOARD OF DIRECTORS

Section 1 The Board of Directors shall be not less than three (3) nor more than forty (40) voting members in number and shall serve as designated in the Bylaws.

ARTICLE VIII: MEETINGS

Section 1 The Board of Directors shall meet and serve as designated in the Bylaws.

Section 2 The Association shall hold one annual meeting and such other meetings as are necessary.

Section 3 A Regional Council meeting shall be held annually and such other meetings if desired.

ARTICLE IX: COMMITTEES

Section 1 There shall be Standing Committees and such others as necessary to conduct business; and they shall be selected as designated in the Bylaws.

ARTICLE X: PUBLICATIONS

Section 1 The Association shall have official Publications as designated in the Bylaws.

ARTICLE XI: AMENDMENTS

Section 1 The Constitution may be amended by a vote of two-thirds of the members of the Board of Directors.

Fifty-one percent (51%) of the voting membership of the Board of Directors must be present at meetings to constitute a quorum for the transaction of business. Action will be by majority vote of those present at the Board of Directors meeting.

BYLAWS OF THE INDIANA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE, INC.

ARTICLE I: NAME

Section 1 This Corporation shall be called the Indiana Association for Health, Physical Education, Recreation, and Dance (IAHPERD), Inc.

ARTICLE II: A NOT-FOR-PROFIT CORPORATION

- Section 1** This Corporation shall not engage in any activity by which profit may or shall accrue to any officer or member thereof, and the best interest of the Corporation shall only embrace the means necessary to carry out the Corporate ends.
- Section 2** **Tax Exempt Contributions:** The nature and purposes of the activities in which the Corporation will engage in relation to charitable, educational, and scientific work are consistent with the tax exempt provisions of the Internal Revenue Department. Contributions or donations by individuals, agencies, and others are therefore tax deductible.
- Section 3** Said Corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE III: PURPOSES

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 - c. **Recognition:**
 1. **Awards:** To present awards and presidential citations to professionals in the field.
 2. **Scholarships:** To provide scholarships to deserving students who are taking professional training required for preparation for health, physical education, recreation, dance, sport, and allied careers.

ARTICLE IV: TYPES OF MEMBERS AND DUES

- Section 1** **Types of Members:** Members in the Association shall be regular, life, retired, student, associate, and honorary members.

- Section 2 Regular Members:** Regular members shall be those persons professionally engaged in health, physical education, recreation, dance, sport, or in allied areas.
- Section 3 Life Members:** Life members shall be those persons who have paid life membership dues prior to October 24, 1979 or after November 15, 1997.
- Section 4 Retired Members:** Retired membership shall be granted, upon written application, to a person who has met the following qualifications:
- a. has been a professional member in good standing for a minimum of 10 years, and
 - b. has retired from full-time professional employment. Retired members shall receive the full benefits of regular membership.
- Section 5 Student Members:** Student members shall be students attending institutions of higher education preparing for work in the fields of health, physical education, recreation, dance, sport, or in allied areas.
- Section 6 Associate Members:** Associate members shall be those persons interested in health, physical education, recreation, dance, sport, or in allied areas.
- Section 7 Honorary Members:** Honorary members shall include those who have provided exceptional service to the Association or have made notable contributions to the field of health, physical education, recreation, dance, sport, or in allied areas.
- Section 8 Dues:** Dues for all types of members shall be paid to the Executive Director.

ARTICLE V: BOARD OF DIRECTORS AND OFFICERS

- Section 1 Board of Directors:** The Board of Directors shall consist of the elected officers, appointed Program Directors, Coordinators, and Representatives, and the Executive Director, who will be an *ex officio* (nonvoting) member.
- Section 2 Officers:** The elected officers shall be the President, President-Elect, Past President, and Secretary.
- Section 3 Appointed Program Directors/Coordinators/Representatives:**
- The President with the approval of the Board of Directors shall appoint:
- The Program Directors:
- a. Adapted Physical Education
 - b. Aquatics
 - c. Council for Future Professionals (Student and Faculty Advisor)

- d. Dance
- e. Fitness
- f. Health Education
- g. Higher Education/Research
- h. Jump Rope for Heart
- i. Hoops for Heart
- j. Physical Education: Elementary
- k. Physical Education: Middle School
- l. Physical Education: Secondary
- m. Recreation
- n. Regions (State Director of Regions)
- o. Sport
- p. Sport management
- q. Technology

The Coordinators:

- a. Conference Coordinator (non-voting)
- b. Historian/Necrologist Coordinator
- c. Journal/Newsletter Coordinator (nonvoting)
- d. Regional Coordinators (3 voting; 2 nonvoting)
- e. CFP Advisor

The Representatives:

- a. American Heart Association-Greater Midwest Affiliate
- b. Department of Education
- c. Department of Health
- d. Governor's Council on Physical Fitness and Sport

The Committee Chairs (all non-voting)

- a. Advocacy
- b. Awards
- c. Mini-Grants

Section 4 **Term of Office:** The Board of Directors shall elect the President-Elect at the September Board meeting.

The President, President-Elect, and Past President will serve for one year in each of the positions before moving to the next position.

The Secretary shall be elected biannually in the even numbered years by the Board of Directors at the annual meeting.

All Program Directors shall be appointed for two year staggered terms with no more than six (6) appointed in any one year. Program Directors can serve for one term and then must wait two years before being appointed to the same position.

The State Director of Regions and Regional Coordinators shall serve for two years and may be reappointed for successive terms.

The Coordinators for Conference, Historian/ Necrologist, and Journal/Newsletter, shall serve for three years.

The Faculty Advisor for the Council for Future Professionals (CFP) shall serve for one year and may be eligible for reappointment.

The Representatives for the various agencies may serve on the Board at the discretion of the agency.

- Section 5** **President-Elect:** The President-Elect must have served at least one term on the Board of Directors. The President-Elect shall succeed to the offices of President and Past President respectively.
- Section 6** **Secretary:** The Secretary may be elected for successive (two year) terms.
- Section 7** **Nominations:** If possible a dual slate shall be provided for the election of the President-Elect.
- Section 8** **Vacancies:** Vacancies on the Board of Directors, for any reason, shall be filled by the President and approved by the Board of Directors. Program Directors serve for one term and then must wait one term before being appointed to the same position.
- Section 9** Duties of Officers
- a. The President shall preside at all business meetings of the Executive Committee and Board of Directors. The President is the Association's official spokesperson, represents the Association for the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD), and appoints delegates to its assembly.
 - b. The President-Elect shall perform duties as requested by the President and oversee the Awards Committee.
 - c. The Past President shall perform duties as requested by the President; chairs the Conference Management Committee and Past Presidents' Committee.
 - d. The Secretary shall keep the minutes, records, and all reports of the meetings of the Board of Directors necessary for the function of the Association in such form that they are accessible to all officers, Directors, Coordinators, Representatives, and members.
 - e. The Executive Director shall receive and account for all monies of the Association and shall pay reasonable expenses incurred by the Association as approved by the Board of Directors. The Executive Director shall serve as the Alliance liaison; coordinator of budget development; and logistical coordinator for the state conference.

- f. The duties of all other officers shall be set forth in the Operating Codes.

ARTICLE VI: EXECUTIVE COMMITTEE

- Section 1** **Executive Committee:** The Executive Committee consists of six (6) members. These members are: President, President-Elect, Past President, Secretary, and Executive Director who is *ex officio* (nonvoting). The President shall act as chair of the Executive Committee.
- Section 2** During the intervals between meetings of the Board of Directors and subject to such limitations as may be imposed by law on these Bylaws, the Executive Committee shall have and may exercise all the authority of the Board of Directors in the management of the Corporation. No action shall be taken which shall conflict with the express policies of the Board of Directors.

ARTICLE VII: REGIONAL OFFICERS

- Section 1** **Membership:** The President shall appoint council members for each of the five (5) regions upon the recommendation of State Director of Regions and upon the approval of the Board of Directors.
- Section 2** Each Regional Council consists of a Regional Coordinator and three (3) professional members from the Region. Additionally one college/university liaison from the region will work with the council to create, foster, and promote activities related to the interests of professionals in our field.
- Section 3** **Term of Office:** The Regional Council members shall serve for two years. The Regional Coordinator and three (3) professional members shall be appointed to staggered terms with no more than two appointed in any one year. The college/university liaison can serve indefinitely.
- Section 4** **Regional Resource Task Force:** A Regional Resource Task Force made up of the State Director of Regions, three Regional Council members selected from all (20) Regional Council members, Jump Rope for Heart Director, Hoops for Heart Director, the Representative from the Indiana Department of Education, and two resource people who have programming connections to state, district, and national associations will provide programming resource ideas for the Regional Councils.

ARTICLE VIII: DELEGATES

- Section 1** **Delegates of State Association:** Delegates to and in accord with specifications of the AAHPERD shall be appointed by the President, and

their credentials approved by the Board of Directors. The standing delegates are President, Past President, and Secretary. The president-elect will serve if an additional delegate is needed. At least two alternatives need to be appointed in case the delegates cannot attend.

ARTICLE IX: MEETINGS

Section 1 Board Meetings: The Board of Directors shall meet five (5) times a year and may hold additional meetings if necessary.

Fifty-one percent (51%) of the membership of the Board of Directors must be present at Board meetings to constitute a quorum for the transaction of business. Action will be by a majority vote of those present at the meeting.

Section 2 Association Meetings: The Association shall hold an annual conference open to all members and other interested persons. Such other meetings may be held as necessary.

Section 3 Region Meetings: Each region shall hold an annual meeting and such other meetings as desired.

ARTICLE X: COMMITTEES

Section 1 Standing Committees and Task Forces: Standing Committees Task Forces may be established as is necessary for the business and function of the Association. The President shall appoint all committee members subject to the approval of the Board of Directors.

ARTICLE XI: PROGRAM COUNCILS

Section 1 There will be sixteen (16) Program Councils chaired by a Program Director.

- a. Adapted Physical Education
- b. Aquatics
- c. Council for Future Professionals
- d. Dance
- e. Fitness
- f. Health Education
- g. Higher education/Research
- h. Jump Rope and Hoops for Heart
- i. Physical Education: Elementary
- j. Physical education: Middle School
- k. Physical education: Secondary
- l. Recreation (includes recreational management, recreational sports)
- m. Regions
- n. Sport
- o. Sport Management

p. Technology

Section 2 Purpose: The purpose of each Program Council is to serve the needs and interests of members who identify with the special area that the program area represents. Projects, such as workshops, will be initiated and carried on throughout the year and programs will be organized for the annual conference.

Section 3 Program Council Status: Program Council status may be granted to program areas that submit a proposal through a current member of the Board of Directors. If the Board of Directors approves the request, the program area will be requested to submit recommendations for the first Program Director for the new council.

Section 4 Dissolution: The Board of Directors may, by a two-thirds majority vote of members, at a regularly scheduled meeting accept or dissolve any Program Council. The Secretary shall submit proposals for changes to the Board at least 30 days prior to the meeting at which they will be considered.

ARTICLE XII: PUBLICATIONS

Section 1 Official Publication: The official publications shall be the *Indiana AHPERD Journal* (Fall, Winter, and Spring Issues) and the Newsletter (Fall and Spring Issues). The publications shall be sent to all members.

ARTICLE XIII: RECOGNITION

Section 1 Awards: Awards may be presented and shall be as determined by the Awards Committee and approved by the Board of Directors. The Board of Directors shall establish specific procedures for awards. Citations may be awarded at the discretion of the President.

Indiana AHPERD Awards include:

- a. Honor
- b. Leadership
- c. Legacy
- d. Pathfinder
- e. Special Contribution
- f. Sport Management

Indiana AHPERD and Midwest District AAHPERD Awards include:

- a. Health Education Teacher of the Year
- b. Elementary Physical Education Teacher of the Year
- c. Middle School Physical Education Teacher of the Year
- d. Secondary Physical Education Teacher of the Year
- e. Recreation Professional/Leisure Educator of the Year

- f. Dance Educator of the Year (College/Freelance Dance Educator may be nominated and awarded if no K-12 Dance Educator of the year is nominated and selected)
- g. Outstanding Student
- h. Young Professional

Scholarships: Scholarships are provided to deserving students who are taking professional training for preparation for careers in health, physical education, recreation, dance, sport, and allied areas. Scholarship recipients are to be selected by the Awards Committee of the Association according to established criteria. No repayment of scholarships shall be required.

- a. High School Scholarships (four \$500 awards)
- b. Jean Lee/Jeff Marvin Collegiate Scholarships (four \$1000 awards)
- c. Catherine Wolf Scholarships: free one year membership, free conference registration, and \$50.00 in travel (one per college or university in state)

ARTICLE XIV: RULES OF ORDER

Section 1 **Parliamentary Procedure:** All meetings shall be conducted according to Roberts' Rules of Order, Revised.

ARTICLE XV: AMENDMENTS

Section 1 **Amendments:** These Bylaws may be amended by a majority vote of two-thirds of the members of the Board of Directors.

Section 2 Proposed amendments to the Bylaws must be submitted in writing to the Secretary at least 30 days prior to their consideration by the Board of Directors. The Secretary shall submit proposals to the members of the Board of Directors postmarked at least 30 days prior to the Board meeting at which they are to be considered.

Fifty-one percent (51%) of the membership of the Board of Directors must be present at Board meetings to constitute a quorum for the transaction of business. Action will be by a majority vote of those present at the meeting.

Revised July 2007

